

## CITY OF ARLINGTON

### 2013 RETIREE OPEN ENROLLMENT

**Online Enrollment Begins November 13<sup>TH</sup> at 8 a.m. & ends November 27<sup>th</sup> at 5p.m.**

***All retirees must either enroll online or complete a paper enrollment form.  
All current coverage through the City will end at midnight on December 31, 2012.***

This year the City of Arlington is conducting a **100 % Positive Open Enrollment**. This means that a response **must be received** from you if you want coverage with the City in 2013. Most Retirees can complete their 2013 coverage elections online. We will also accept a completed 2013 Retiree Benefit Election paper form (enclosed). A schedule of meetings and help sessions is also included in this packet. For assistance with online enrollment or paper enrollment, make plans to attend one of our Meetings or Help Sessions. For assistance with logging into the Online Open Enrollment website, call **817-575-3000**.

Please review the enclosed **2013 RETIREE SUMMARY OF CURRENT COVERAGE**. This statement includes the following important information you will need to complete your Open Enrollment benefit elections:

- Your Retiree number
- Your **current** benefit elections for medical, dental, and vision plans.

#### **HOW TO COMPLETE YOUR BENEFIT ELECTIONS ON LINE**

1. Log onto the City website at [www.arlingtontx.gov/benefits](http://www.arlingtontx.gov/benefits) . On the left side of the page, select Retirees then City Benefits. Under the 2013 Retiree Open Enrollment Information heading, click on the first option- 2013 online Open Enrollment.
2. You may also log in directly to the online enrollment screen by typing <https://lawpa.c10f.netaspx.com/lawson/portal/> into your browser.
3. Enter your Username: ret + lower case first name initial + lower case last name initial + retiree number listed on enclosed summary + -s (dash - then s with no spaces)  
**Example: John Smith # 450. User name is: retjs450-s**
4. Enter your Password: lower case first name initial + lower case last name initial + last 4 digits of social security number + !#  
**Example: Password is: js0000!#**
5. Follow the instructions on the screen.
6. Print your confirmation statement as proof of enrollment.

#### **WHAT IS REQUIRED TO CONTINUE ENROLLMENT IN 2013?**

**Retiree/Retiree & spouse UNDER AGE 65:** Complete online enrollment no later than 5 pm, November 27<sup>th</sup>. We will also accept a completed 2013 Retiree Benefit Election Form. You may print this form from the City website and return it to the address on the back of the form.

**Retiree/Retiree & spouse AGE 65 AND OVER:** Complete online enrollment no later than 5 pm, November 27<sup>th</sup>. We will also accept a completed 2013 Retiree Benefit Election Form.

**NOTE:** If you add, change, or cancel coverage with UHC Medicare Advantage HMO or AARP, you are required to contact them directly. You may be required to complete a UHC Medicare Advantage HMO or AARP enrollment form before coverage will be added, changed, or cancelled.

**Retiree & spouse with SPLIT COVERAGE** (one under 65 and one over 65) - **Online Open Enrollment will not be available.** You must complete the 2013 Retiree Benefit Election form and return to Workforce Services no later than 5 pm, November 27<sup>th</sup>.

**Retirees that are currently employed Part-time** - **Online Open Enrollment will not be available.** You must complete the 2013 Retiree Benefit Election form and return to Workforce Services no later than 5 pm, November 27<sup>th</sup>.

**QUESTIONS:** Send an E-mail to [RetireeBenefitsQ&A@arlingtontx.gov](mailto:RetireeBenefitsQ&A@arlingtontx.gov)

**Packet Enclosures:** 2013 Retiree Summary of Current Coverage, 2013 Retiree Benefit Election form, Retiree Important Contacts, Open Enrollment Meeting and Help Session Schedule, and Required Notices: Continuation Coverage Rights Under COBRA, Pharmacy Creditable Coverage Notice, CHIPRA Notice, United Healthcare Annual Rights & Disclosure Resource Disclosure Notice.